

25X1

Approved For Release 2005/08/16 : CIA-RDP70-00211R000500110016-6

CIA ARCHIVES AND RECORDS CENTER MONTHLY STATISTICAL SUMMARY

AUGUST 1965

ACCESSIONING, DISPOSITION, HOLDINGS

| ACTIVITY (Items 2 through 18 in cubic feet) | REPORTING PERIOD | FISCAL YEAR TO DATE | ESTABLISH TO DATE |
|---|------------------|---------------------|-------------------|
| 1. ACCESSION JOBS (Number) | 80 | 138 | |
| 2. RECORDS ACCESSIONED | 1,054 | 1,644 | 99,565 |
| 3. RECORDS DISPOSED OF AT CENTER | 101 | 473 | 18,550 |
| 4. RECORDS TRANSFERRED FROM CENTER | 172 | 471 | 26,813 |
| 5. RECORDS HOLDINGS | 54,202 | | |
| 6. INTELLIGENCE REPORTS RECEIVED | 412 | 631 | 52,277 |
| 7. INTELLIGENCE REPORTS DISPOSED OF AT CENTER | 82 | 135 | 21,662 |
| 8. INTELLIGENCE REPORTS TRANSFERRED FROM CENTER | 31 | 45 | 12,209 |
| 9. INTELLIGENCE REPORTS HOLDINGS | 18,406 | | |
| 10. VITAL RECORDS RECEIVED | 164 | 288 | 13,239 |
| 11. VITAL RECORDS DISPOSED OF AT CENTER | 8 | 28 | 2,529 |
| 12. VITAL RECORDS TRANSFERRED FROM CENTER | 4 | 124 | 1,232 |
| 13. VITAL RECORDS HOLDINGS | 9,478 | | |
| 14. ARCHIVES ACCESSIONED | 150 | 241 | 3,193 |
| 15. ARCHIVES DISPOSED OF AT CENTER | 4 | 5 | 13 |
| 16. ARCHIVES TRANSFERRED FROM CENTER | 0 | 0 | 884 |
| 17. ARCHIVES HOLDINGS | 2,296 | | |
| 18. TOTAL HOLDINGS * | 84,382 | | |

REFERENCE SERVICES

| SERVICE (Number) | REPORTING PERIOD | FISCAL YEAR TO DATE | ESTABLISH TO DATE |
|-----------------------------|------------------|---------------------|-------------------|
| 19. RECORD DOCUMENTS LOANED | 5,386 | 9,995 | 598,405 |
| 20. INFORMATIONAL REQUESTS | 587 | 1,050 | 23,787 |
| 21. ARCHIVAL DOCUMENTS | 195 | 376 | |
| 22. INTELLIGENCE REPORTS | 4,192 | 7,049 | |
| 23. VITAL RECORDS | 170 | 338 | |
| 24. TOTAL | 10,530 | 18,808 | |
| 25. NO. OF PAGES REPRODUCED | 1,441 | 1,565 | |

ITEMS RECEIVED

| ITEMS (Number) | REPORTING PERIOD | FISCAL YEAR TO DATE | |
|--------------------------|------------------|---------------------|--|
| 26. INTELLIGENCE REPORTS | 156,994 | 218,908 | |
| A. INITIAL RECEIPT | 154,778 | 213,703 | |
| B. RETURNS | 2,216 | 5,205 | |
| 27. ARCHIVAL DOCUMENTS | 762 | 1,998 | |
| 28. VITAL RECORDS | 3,221 | 5,672 | |
| 29. TOTAL | 160,977 | 226,578 | |

SHELVING UTILIZATION

| SPACE (Cubic feet) | REPORTING PERIOD | |
|--------------------|------------------|--|
| 30. TOTAL CAPACITY | 97,880 | |
| 31. UTILIZED | 82,070 | |
| 32. COMMITTED | | |
| 33. AVAILABLE | 15,810 | |

FORM 1-64

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Excluded from automatic
downgrading and
declassification

(36)

*Includes 2312 Cu. Ft. in FRC

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NARRATIVE SUPPLEMENT TO THE
CIA ARCHIVES & RECORDS CENTER MONTHLY STATISTICAL
SUMMARY - AUGUST 1965

1. The total accessions for August amounted to 1,780 cubic feet.
2. Disposition action was taken on 402 cubic feet.
3. The net increase was 1,378 cubic feet. The total volume now in the Center is 84,382 cubic feet, of which 2,312 cubic feet are in the Region #3 Federal Records Center.
4. There were 10,530 reference items pulled and forwarded to various requestors. It was necessary to make three after hour special deliveries of urgently needed documents to Headquarters; 1 for OO/C, 1 for OBI, and 1 for DDP/SR.
5. Visitors:

25X1 [redacted] were here for two days to research OSI and DCI records for information to be used in a special history they are preparing for the Director.

| | | |
|--------|---|---|
| OBI | 5 | Work on Vital Records |
| OP | 1 | " " " " |
| OBI | 4 | " " " " |
| DDP/FE | 2 | " " " " |
| NPIC | 3 | Deposit Vital Records |
| OC | 3 | Screen Records |
| OBI | 5 | Work on Vital Records |
| RID | 1 | Deposit Vital Records |
| OC | 3 | Screen Records |
| DDP/CA | 1 | Update Vital Records |
| DDP/CA | 1 | Discuss Policy Pertaining to the Storage of CENIS Reports |

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